

DLA ENTERPRISE SUPPORT (DES)

MISSION:

DLA Enterprise Support (DES) provides Enterprise-wide agency policy, program, and world-wide operational support in Environment, Safety and Occupational Health; Installation Management; Public Safety; Management Internal Controls; Defense Travel System; and Morale, Welfare and Recreation (MWR), and Multimedia for DLA. In addition, provides operational support to the Headquarters (HQ) DLA (Andrew T. McNamara Complex) Building for facilities, security, MWR operations. DES directs administration of corporate policy for centralized management and support service functions of the Agency, validating its role as a key enabler of logistics and information operations initiatives and principal support service advisor to the Director, DLA, for the functions addressed in the DES mission statement.

DIRECTOR, DES (DES-D)

FUNCTIONS:

1. Direct and control the DLA Enterprise Support in the accomplishment of assigned missions, programs, plans, and projects.
2. Collaborate with headquarters and field elements to set strategies, design and implement standard processes, set performance targets, determine resource requirements, establish core competency requirements, and provide support services to Headquarters DLA and all Field Activities.

COMMERCIAL ACTIVITIES PROGRAM OFFICE (DES-DA)

MISSION:

Administer the DES Commercial Services Management initiative program, which entails implementing Office of Management and Budget Circular A-76, the DES Federal Activities Inventory Reform (FAIR) Act, and other related functions.

FUNCTIONS:

1. Develop and disseminate policy for DES for strategic competitive sourcing.
2. Provide guidance, oversight, and consultative assistance to DES to develop and execute strategic sourcing initiatives.
3. Develop, implement, and manage the DES A-76 program. This effort includes conducting the necessary preliminary planning, establishing the various A-76 teams, assigning

roles/functions to designated DES employees to serve in various A-76 positions, and to insure that studies result in fair and open competitions.

4. Develop measures and analyze progress in each of the DES studies to insure all strategic goals and objectives are met.
5. Complete the DES FAIR Act Inventory submission to the DLA Logistics Operations Competitive Sourcing Group (J-75).
6. Provide liaison with J-75 and participates in various A-76 and FAIR Act Inventory meetings.
7. Represents DES on the J-75 Working Integrated Process Team (WIPT).

DLA ENTERPRISE SUPPORT EUROPE (DES-DE)

MISSION:

To provide high quality central support services and products in the areas of installations management, public safety, environmental safety and occupational health, and administrative support in a timely, efficient manner, within the Europe Theater.

FUNCTIONS:

Execute corporate policy and program guidance in providing operational support to DLA activities in the Europe Theater for installations management, public safety, environmental safety and occupational health, and administrative support so that DLA activities can provide the best logistics support to the warfighter.

The DES Europe Site Director is the DLA-E single point of contact for DES support issues and supervises all DES personnel in the European theater. The DES staff can reach back to other DES Field Activity Site Directors or HQ DLA DES for assistance on functional support matters. The European theater refers to the area of operations of US European Command. At present, that includes 91 countries – all of Europe, Greenland, most of Africa (the remainder is in US Central Command), the Asian portions of Russia and Turkey, and the nation of Israel – and associated waters.

Environment, Safety and Occupational Health

1. The DES Europe staff provides safety and occupational health support to all DLA activities in the European theater. This includes safety inspections, training, prevention activities and accident investigations.
2. The DES Europe staff serves as POC for environmental concerns. Since DLA activities in the European theater are tenants, the host installations provide much of their environmental support.
3. DES-DE provides the safety monitor for DLA-Europe, in continuation with past practice, so that DLA-E does not need to task that duty to one of its workers.

Public Safety

1. The DES Europe staff provides security support to all DLA activities in the European theater. This includes personnel security, industrial security, operational security, physical security, force protection, information security, anti-terrorism and intelligence.
2. DES-DE provides the security representative for DLA-Europe, in continuation with past practice, so that DLA-E does not need to task that duty to one of its workers.
3. The staff serves as POC for fire and emergency evacuation concerns. Since DLA activities in the European theater are tenants, the host installations provide much of their fire support.

Installation Management

1. The DES Europe staff provides engineering support to all DLA activities in the European theater, reaching back to HQDLA DES for support on projects, as needed.

DLA ENTERPRISE SUPPORT PACIFIC (DES-DP)

MISSION:

To provide high quality central support services and products in the areas of installations management, public safety, environmental safety and occupational health, and administrative support in a timely, efficient manner, within the Pacific Theater. Also to provide liaison role for multimedia and MWR functions to DLA activities in the Pacific Theater.

FUNCTIONS:

Execute corporate policy and program guidance in providing operational support to DLA activities in the Pacific Theater for installations management, public safety, environmental safety and occupational health, and administrative support so that DLA activities can provide the best logistics support to the warfighter.

Business Management:

The DES-DP Business Management office provides administrative services including mail, messaging, publications, reproduction, administrative procedures, records management, systems administration, property accountability, travel, supplies and services. This office also manages budget, training, personnel management, and review and analysis functions for DES-DP. Also provides various administrative services to local DLA activities.

Installation Management:

The DES-DP provides installation management services including implementation of sustainment, restoration & modernization (SRM) program for real property facilities and

installed equipment; development and execution of engineering projects; provision of custodial, sanitation, and entomology services; space planning and utilization; energy conservation; and facility management including master planning, alterations, and construction. This includes the management of operating equipment maintenance; planning and estimating of projects and consolidated equipment pool. Responsible for implementing agency policies, procedures and reporting requirements; providing oversight and assistance; evaluating resource and/or project requirements; coordinating MILCON project execution, SRM, and operating equipment investment priorities among business areas; and providing budget resource allocation and execution recommendations on installation matters.

Environment and Safety & Occupational Health:

The DES-DP provides safety and occupational health services which includes implementing DLA programs relating to safety of personnel and property for DLA activities. This service assures that Agency functions are performed in a manner that safeguards human health, provides safe and healthful working environment conditions for employees, and ensures compliance with applicable laws, regulations, and policies thereby maintaining readiness and enhancing support to the warfighters. Administers the implementation of the DLA Safety and Occupational Health Programs and Medical Services Programs, under policies prescribed by higher authority, covering all personnel. DES-DP environmental services is a liaison function provided within the Office of the Site Director, and assures that Agency environmental functions are performed in a manner that ensures compliance with applicable laws, regulations, and policies on environmental issues.

Public Safety:

DES-DP provides public safety services including direct support, assistance and advice to DLA organizations and employees on all Agency security policy matters, programs, and projects regarding personnel security, physical security, information security, OPSEC training, law enforcement, loss prevention, antiterrorism/force protection, Combating Terrorism program funding, disseminating counterintelligence information, executing the foreign visitor program, and travel in the Pacific theater.

Morale, Welfare and Recreation (MWR):

DES-DP Morale, Welfare and Recreation is a liaison function provided within the Business Management Office, and promotes programs that afford greatest value for DLA employees, contribute to positive employee satisfaction, and bring these two together to maximize value for both while supporting the warfighter and accomplishing the Agency mission.

Multimedia:

DES-DP Multimedia function is a liaison function provided within the Business Management Office, and provides liaison service for multimedia services.

BUSINESS MANAGEMENT (DES-B)

MISSION:

The DLA Enterprise Support Business Management Office (DES-B) provides a variety of business/resource management and administrative services for the Director of DES, other DES staff offices, and the office of the Director, DLA. The office consists of the General Services Division (DES-BA), the Travel Services Division (DES-BD), the Business Requirements Division (DES-BR), and the Multi-Media Division (DES-BX).

GENERAL SERVICES DIVISION (DES-BA)

MISSION:

The mission of the DES-B General Services Division is to provide a variety of administrative services and support of DLA and DES business processes and programs for the Director, DES, other DES Staff Offices, and the Office of the Director, DLA.

FUNCTIONS:

1. Program oversight of the Agency's Manager's Internal Control Program
2. Program oversight of the Agency's Forms and Publications
3. Compiles and prepares the Agency-wide Annual Statement of Assurance for submission to
4. OSD utilizing input from DLA Field Activities and Headquarters staff elements. Monitors status and reports progress to rectify reported material weaknesses or concerns.
5. Coordinates with DES staff elements and prepares briefing charts, when appropriate, for various management reviews and the Review and Analysis to the Director, DES.
6. Serves as the liaison to the DES Commercial Activities Office.
7. Serves as the functional POC for the DES Business Plan, DLA Strategic Plan, Balance
8. Scorecard, and handles the measuring and reporting of the DES-B Metrics.
9. Serves as the DES Training Coordinator, DES-B Purchase Card Holder, and DLA Check writer.
10. Serves as the HQC Conference Room Scheduler Functional POC and the DES POC for the HQC Directory.
11. Provides DLA with Records Management Support.
12. Provides consultation, technical guidance, and services for electronic publications management, electronic forms management, distribution of publications and forms, and DLA One Book services for DLA.

TRAVEL SERVICES DIVISION (DES-BD)

MISSION:

The mission of the DES-B Travel Services Division is to provide Agency-wide oversight for the Government Travel Card Program; travel policy formulation; manages the Defense Travel System (DTS); Mass Transit Benefit Program; and provides traveler support services to customers throughout HQC.

FUNCTIONS:

1. Formulates Agency policy and procedures for official travel. Disseminate rules and regulations from Office of the Secretary of Defense (OSD) or other authority relating to official travel.
2. Formulates Agency policy and procedures for use of the Government Travel Card Program. Serves as the Agency Component Program Manager for the Government Travel Card. Disseminates rules and regulations from OSD or other authority relating to the use of the Government Travel Card. This includes managing Agency-wide hierarchies, reporting requirements, and metrics.
3. Conducts oversight responsibilities of all of DLA's Commercial Travel Offices (CTO).
4. Manage the automated travel system program, which includes operating a help-desk to aide travelers.
5. Reconciles the centrally billed account for the HQ DLA government travel card.
6. Provides program contract and civilian operational and implementation support for the Defense Travel System (DTS). Responsible for the Agency's operation of the DTS. Provides oversight of the DTS system and coordinates on issues and problems with the DTS Program Management Office. Serves as the Program Manager for implementation of the DTS within DLA and for its operation once implemented. The Agency representative to the Defense Travel Improvement Board.
7. Serves as the Activity Program Coordinator for the Government Travel Card within DES, disseminating division-level program management and guidance to travel card users.
8. Supports DLA and HQC travelers with transportation policy updates through an internal website, policy letters, and HQC Messenger e-mails. Processes Agency-wide Premium Class Travel Requests/Reports.
9. Operates and serves as a liaison between the Washington Headquarters Service and the Department of Transportation for the Mass Transportation Subsidy Program, implementing guidance and policy to HQC and DLA Field Activities. Reconciles the mass transit invoices for both the National Capital Region, and for Outside the National Capital Region.

BUSINESS REQUIREMENTS DIVISION (DES-BR)

MISSION:

The mission of the DES Business Requirements Division is to execute business programs for the Director, DES; other DES Staff Offices, Site Offices; and the Office of the Director, DLA.

FUNCTIONS:

1. Develops and oversees execution of DES Enterprise wide business plans to effectively leverage resources allocated to DES to accomplish balanced scorecard strategies and initiatives.
 - a. Directs formulation of the) Program Budget Review (PBR) and Mid Year requirements for DES across the Enterprise. Consolidates and allocates resource needs of DES staff offices and site offices against prioritized targets identified in the business plan or as directed by the Director, DES. Defends and justifies requirements before the DLA Resource Board and Corporate Board.
 - b. Develops processes to disseminate and manage the annual operating budgets of DES staff and site elements across the DES Enterprise and other assigned offices. Maintains and tracks DES Enterprise commitments and obligations against DES Enterprise budget allocations and monthly obligation plans.
 - c. Advises the Director, DES, when it may be necessary to shift allocations between Site Offices and Staff Offices or obtain additional resources to accomplish priorities or fund new initiatives.
2. Provides resource requirements support for the Director, DES; DES staff offices; DES Site Offices; and select staff within the Office of the DLA Director.
 - a. Provides travel resource authorizations, monitors actual expense authorizations, and prepares monthly travel expenditure reports for DES Enterprise as required by the DES Director.
 - b. Provides reports to the Director, DES regarding training hours and funding used by DES personnel across the DES Enterprise as required.
 - c. Develops pricing for DES operations under Fee-for-Service program. Monitors reimbursable program to assure revenues meet planned objectives.
 - d. Oversees the management and development of Interagency Support Agreements (ISA) between DES and customers, monitors the Customer Usage Billing System (CUBS), and Reimbursable funds.
 - e. Serves as the Manager of the requirements tracking system. Tracking requirements across the DES Enterprise and updating as needed.
 - f. Serves as the DES Enterprise Resource Liaison/Delivers the State of the Enterprise Brief to the Director, DES.

3. Monitors all DES Site and Staff Offices/Director/Vice Director offices civilian personnel actions and advise the Director, DES, on personnel issues affecting mission accomplishment or critical skill imbalances. Division serves liaison for DES NSPS Personnel and DES FAIR Act.
4. Tracks all HQ DES and DES Sites allocated full-time equivalents. Reports monthly totals to the Director, DES.
5. Provides oversight of DES-B Business Case Analysis. Develops the justification, prepares the documentation, and submits to the Staff Director for presentation to the Director, DES.
6. Provides periodic updates to DES-S to maintain current information for the RACEL.
7. Serves as the J-8 liaison between DES Staff Offices and Site Offices.
8. Tracks and reports the monthly obligation plan for the Defense Working Capital Fund (DWCF) for the DES HQ and DES field activities.
9. Identify, develop, coordinate and provide technical advice on implementation of the base closure (BRAC) process as it relates to business requirements for DES Enterprise BRAC initiatives.

MULTI-MEDIA DIVISION (DES-BX)

MISSION:

DES-BX consists of three teams that provide a wide variety of multi-media / visual information products and services covering the fields of graphics/exhibits, audio-visual communication, and VTC/distance learning, all in support of the missions of HQ DLA and other federal activities. The Graphic/Exhibits Team provides complete desktop publishing services for books, brochures, periodicals, and all manner of information items destined for printing and publication; and provides design and layout of a wide variety of "one time use" visual information products, such as illustration, posters, certificates, programs for various ceremonies, and CD/DVD labels. Designs, fabricates and fields exhibit/exposition displays; provides engravings, plaques and framings for retirements, and special events, reference letter, dated May 9, 2007 signed by General Reno. The Graphics/Exhibits Team also provides a cadre of photographic services from special event coverage, promotions and award ceremonies; to formal portraits, passport photos, official military portraits; and other products and location photography. The Audio/Visual Team provides small scale video production, multi-media services, audio-visual communication services, and HQC cable television distribution network services for DLA and the HQC. The VTC/Distance Learning Team provides video teleconferencing and distance learning systems services for DLA and the HQC.

FUNCTIONS:

1. Maintains cutting edge visual information technology to enable the staff to provide the highest possible quality of visual information products and services.
2. Emphasizes employee training to ensure that new technologies and methodologies are
3. incorporated into the workforce.
4. Provides consultation, technical guidance, and services for video teleconferencing and distance learning systems and related services to DLA and HQC.

5. Provides agency wide technical assistance to DLA in the evaluation of requirements for the acquisition of video teleconferencing and distance learning hardware/software.
6. Provides scheduling, maintenance and system design support for VTC and distance learning agency-wide for DLA.

ENVIRONMENT, SAFETY, AND OCCUPATIONAL HEALTH (DES-E)

MISSION:

Through the Director, DES and under the management, direction, and leadership of the Staff Director, Environment, Safety and Occupational Health, assures that Agency functions are performed in a manner that safeguards human health and the environment, provides safe and healthful working environment conditions for employees, and ensures compliance with applicable laws, regulations, and policies thereby maintaining readiness and enhancing support to the warfighter.

FUNCTIONS:

1. Establish Agency-wide environmental, safety, and occupational health policies that support compliance with all applicable laws, regulations, executive orders, and international agreements.
2. Develop strategies, plans, performance goals, and metrics to support the environmental, safety, and occupational health programs.
3. Assist DLA business areas with the integration and implementation of applicable environmental, health, and safety policies into their business practices.
4. Provide leadership, guidance, and assistance in the areas of environment, safety, and occupational health to DLA headquarters and DLA field activities.
5. Prepare environmental, safety, and occupational health budget estimates and reports for the Program Objective Memorandum (POM) and the President's budget.
6. Provide reports, testimony, and updates to the White House, Congress, DOD, State and Federal regulatory agencies, and other entities.

HEALTH AND SAFETY DIVISION (DES-EH)

MISSION:

Provide Occupational Health (OH), Industrial Hygiene (IH), Health Physics (HP), Radiological Health (RH), and Safety policy and direction to all DLA organizations world-wide; provide technical OH, IH, HP, RH, and Safety program guidance, assistance and evaluations of these programs within DLA; assist the Military Services, at their request, on issues relevant to these areas; and assist the Department of Defense in enhancing these programs. Develop and manage programs to assure safe working conditions and to promote the health of employees within the

McNamara Headquarters Complex. Limit the frequency and severity of accidental losses through safety policy and guidance promulgation, technical assistance, and field program evaluations.

(HEALTH)

FUNCTIONS:

1. Develop Agency-wide plans, policies, and programs for providing industrial hygiene, occupational health services, and radiation safety and monitoring for all DLA employees.
2. Promote a corporate cultural change to establish safety as a major concept in every aspect of the DLA workforce daily activities.
3. Review all Nuclear Regulatory Commission license applications and amendments for DLA radiation sources and establish policies for the evaluation and operation of radiation facilities and equipment under the control of DLA.
4. Evaluate DLA's operational concepts as they relate to the occupational health, industrial hygiene, health physics, and radiological health initiatives for reducing, controlling, and eliminating DLA employee exposures as required by the regulatory agencies.
5. Evaluate the effectiveness and progress of activities, actions, and objectives committed under the DLA Safety and Occupational Health Action Plan for each DLA organization and assess their impact in reducing the cost of work-related injuries and illnesses.
6. Provide world-class service and support to all our customers, which include the Director and Vice Director of DLA, DLA major field activities, Safety and Health Managers, Industrial Hygienists, Radiation Safety Officers, and the DOD Safety and Occupational Health Industrial Hygiene and Radiation Safety Managers.

(SAFETY)

1. Develop Agency-wide plans, policies, and programs for providing safe working places and conditions for all DLA employees.
2. Provide staff guidance and assistance to the headquarters and field activities on all matters relative to safety.
3. Lead the DLA workforce to effect a corporate culture change to a safety conscious organization by establishing actions, activities objectives, and metrics in the Safety and Health Action Plan.
4. Report to the proper agencies the status of the DLA Safety and Occupational Health program.
5. Identify and refine processes to optimize efficiencies and promote integration of safety and law into DLA's business practices.
6. Provide program leadership by promoting safety values and consistency in safety policy.
7. Prevent or reduce the loss of resources from accidental property, net income, liability, and personnel losses.
8. Manage management information systems designed to provide financial and program management data and manage pre-loss and post-loss risk control and risk financing mechanisms to reduce the cost of losses.

9. Provide world-class customer support to our internal and external customers who include: the DLA Director and Vice Director, DLA field activities safety managers, the DLA employees, unions, the DOD, and the Department of Labor.

(SAFETY AND HEALTH OPERATIONS)

1. Develop and administer the implementation of the Safety and Occupational Health programs under policies prescribed by higher authority covering all personnel.
2. Schedule and conduct periodic safety and occupational health inspections in the HQC, warehouse and storage areas, and Child Development Center to identify and recommend elimination of physical hazards or unsafe conditions. Monitor and provide recommendations for use of personal protective equipment.
3. Implement DLA directives; recommend appropriate techniques, methods, and preventive measures to correct unsafe work practices and conditions observed during inspections.
4. Serve as safety advisor and consultant to the Designated Agency Safety and Health Official (DASHO) and to supported organizational elements to ensure that safe practices, designs, and techniques are applied in building maintenance, equipment operation, and work processes and procedures.
5. Investigate, analyze, and record mishap and hazard reports received to determine origin, cause, and contributing elements involving Government personnel, vehicles, and facilities. Reports will include recommended corrective action to prevent reoccurrences. Submit DLA Mishap Report into Safety Health Information Reporting Systems.
6. Prepare statistical reports of mishaps as required by HQ DLA. Compile statistical data to determine mishap trends and to identify and apply proper preventive methods.
7. Plan for and conduct safety education activities for supervisors and employees. In coordination with the training staff, develop the Safety and Health Program to include specialized training for laborers and warehousemen, respirator users, and motor vehicle operators. Provide information and promotional programs to stimulate safety and health awareness.
8. Maintain liaison and coordination with the regional offices of the Department of Labor, Federal Safety Council, and other Government and non-Government agencies, activities, or installations in matters of safety and health. Keep abreast of latest safety techniques through contacts and professional meetings with local, State, and national safety organizations.
9. Identify, evaluate, and prescribe policies and procedures for the control of safety and health hazards associated with hazardous materials to ensure the safety and health of DLA personnel and members of the public and the protection of both DLA and public property.

ENVIRONMENTAL QUALITY DIVISION (DES-EQ)

MISSION:

Ensures DLA compliance with the full spectrum of environmental protection laws. Issues policies for implementation and management of conservation, pest management, and hazardous

waste management programs; and issues policies and advises on the development and use of environmental management systems. Administers the Agency pollution prevention program for reducing and eliminating hazardous and toxic chemicals and promoting environmentally sound business practices. Coordinates the Agency phase out of Class I Ozone Depleting Substances (ODS). Administers the DLA Environmental Restoration Program (including the Base Realignment and Closure (BRAC) Environmental Fast-Track Cleanup Program), the DLA portion of the DOD Environmental Restoration Account (DERA) and the BRAC environmental budget, and analyzes new or emerging technologies for application in solving DLA's environmental problems.

FUNCTIONS:

(COMPLIANCE)

1. Assure DLA compliance with all environmental laws, regulations, and executive orders. Prepare and issue compliance policy and regulations; conduct compliance assessments and program evaluations at DLA field activities; and audit hazardous waste activities.
2. Ensure proper preparation and processing of environmental assessments and environmental impact statements for major DLA actions as required by the National Environmental Policy Act.
3. Ensure appropriate management information systems are in place and in use.
4. Implement and maintain the DLA Environmental Protection Training Plan.
5. Provide advice and technical assistance to DLA headquarters and field activities.
6. Prepare compliance budgets and reports and program execution plans for DLA budget submissions to Deputy Under Secretary of Defense for Environmental Security (DUSD(ES)) and Congress.
7. Provide reports, testimony, and updates to Congress, DOD, state and Federal regulatory agencies, and other entities.
8. Participate on policy committees with DOD, State and Federal regulatory agencies, and private citizens.
9. Provide world-class support to our internal and external customers, examples of which include the DLA Director and Vice Director, DLA field activities, the DOD, Congress, and regulatory agencies such as the U. S. Environmental Protection Agency EPA).

(POLLUTION PREVENTION)

Deputy Under Secretary of Defense for Environmental Security (DUSD(ES))

1. Assure DLA-wide awareness of pollution prevention requirements emanating from presidential executive orders, environmental laws, international agreements, and DOD policies. Provide pollution prevention training and awareness programs.
2. Develop pollution prevention policies, plans, performance goals, and measures of merit for reducing the use of toxic and hazardous chemicals and materials and for the recycling of various commodities.
3. Evaluate hazardous waste generation processes and develop pollution prevention strategies for reducing the amount of hazardous waste generated.
4. Promote the use of environmentally preferred products.

5. Promote the use of alternatively-fuelled motor vehicles.
6. Provide advice and technical assistance to DLA headquarters and field activities.
7. Prepare budget reports and program execution plans for DLA budget submissions to DUSD(ES) and Congress.
8. Provide reports, testimony, and updates to the White House, Congress, DOD, State and Federal regulatory agencies, and other entities.
9. Participate on policy committees with DOD, the White House Federal Environmental Executive, State and Federal agencies, and private citizens.
10. Provide world-class support to our internal and external customers, examples of which include the DLA Director, DLA field activities, the DOD, Congress, the White House, and regulatory agencies such as the U. S. Environmental Protection Agency.

(RESTORATION)

MISSION:

Assure DLA compliance with Comprehensive Environmental Response, Compensation and Liabilities Act (CERCLA) and all related environmental laws, regulations, and executive orders governing environmental cleanup. Prepare and issue policy and regulations and conduct environmental cleanup program evaluations at DLA field activities.

FUNCTIONS:

1. Ensure proper preparation and processing of installation restoration program (IRP) documents.
2. Ensure appropriate management information systems are in place and in use, including the Defense Site Environmental Restoration Tracking System to track cleanup progress at active installations and those closing under BRAC.
3. Issue Defense Environmental Restoration Act funding to appropriate activities for conduct of cleanup activities at active installations.
4. Implement and conduct DLA's Remedial Process Optimization program to reduce cleanup cost and expedite site closeout.
5. Provide advice and technical assistance for the IRP to DLA headquarters and field activities.
6. Prepare Defense Environmental Restoration Program budgets and reports and program execution plans for DLA budget submissions to DUSD(ES) and Congress.
7. Assure appropriate funding to states for implementation of the DOD/State Memorandum of Agreement program for DLA active installations and those closing under BRAC.
8. Participate in negotiations with Federal and state regulatory agencies for Federal Facility Agreements, Consent Orders, Memoranda of Agreement, etc., as required.
9. Provide reports, testimony, and updates to Congress, DOD, Federal and State regulatory agencies, and other entities.
10. Participate on policy committees with DOD, Federal and State regulatory agencies, and private citizens.
11. Provide world-class technical assistance and support to our customers, including the DLA Director and Vice Director, DLA field activities, other DOD activities, Congress, and regulatory agencies (U. S. Environmental Protection Agency, State regulatory agencies, etc).

INSTALLATION MANAGEMENT (DES-I)

MISSION:

Serves as the principal DLA staff advisor for Military Construction (MILCON), Sustainment, Restoration and Modernization (SRM), Real Property Services (RPS), operating equipment (excludes ADP/telecommunications equipment and software development), military family housing, energy management, facility master planning, real estate, space management, property accountability, retail supply policy, and engineering support programs. Responsible for development of policies, procedures and reporting requirements; providing oversight and assistance; evaluating resource and/or project requirements; coordinating MILCON, SRM, and operating equipment investment priorities among business areas; preparing programming documents for Congress, providing Program Objective Memorandum and budget formulation recommendations; and providing budget resource allocation and execution recommendations. Provide and/or coordinate alterations, maintenance and repair services, and office space and parking management for all tenants of the McNamara Headquarters Complex. Coordination of telephone/communication-related services, including designated off-site locations. Provide to the HQC warehousing and asset management, administrative mail and transportation services. Coordinate leased space for DLA supported activities in the National Capital Region (NCR).

HEADQUARTERS (HQC) INSTALLATIONS DIVISION (DES-IF)

MISSION:

To provide a full range of installation management services for the HQC and DLA supported activities in the NCR.

CUSTOMER SERVICES BRANCH (DES-IFC)

MISSION:

To provide warehousing, asset management, postal and internal mail, and transportation support to customers located at the McNamara Headquarters Complex and supported activities in the NCR. Leased space management is provided to DLA support customers in the NCR.

FUNCTIONS:

1. Provide a variety of warehouse services including: support of special events, office moves, deliveries, laundry, furniture moves, loan of tables, shipping, and receiving, delivery of supplies and equipment, and warehousing of supplies/equipment for basic installation support.
2. Provide pickup and delivery of regular U.S. postal and internal mail. Apply postage to outgoing mail based on weight in accordance with U.S. Postal Service (USPS) regulations. Provide mail locator service for inadequately addressed mail. Record, deliver internally, or process for outgoing delivery special mail including Federal Express, USPS Priority, classified, and certified/registered mail. Provide bulk mailing service including sorting,

sealing, labeling, and metering for outgoing mail delivery, upon request. Provide route mail services including pickup, sorting, and delivery of incoming and outgoing un-metered mail to and from service points on a designated route.

3. Maintain a staffed support desk to receive facilities and transportation service calls. Initiate service orders for facilities repair services.
4. Provide management services for all transportation and fleet services including General Service Administration vehicles, commercial rental vehicles, taxi services, and Metro-fare cards. Support transportation requirements for travel in the NCR.
5. Provide pickup plus temporary storage and transfer for turn-in of organizational excess equipment and bar coding with database management for asset accounting of workstation computer assets. Provide annually an audit of each organization's computer workstation property. Provide an update of the hand receipt database when organizations advise of equipment relocations, additions, or turn-ins.
6. Provide vertical and lateral warehouse space to store equipment, publications, supplies, files, etc., either within the installation or by contract with a commercial storage vendor.
7. Provide for asset management of accountable property.
8. Provide leased space management services to DLA sponsored organizations in the NCR.

INSTALLATION MANAGEMENT BRANCH (DES-IFM)

MISSION:

To provide safe, reliable, comfortable, and efficient facilities to support the missions of organizations located in the McNamara Headquarters Complex.

FUNCTIONS:

1. Provide facilities management services for all tenants of the McNamara Headquarters Complex. These services include: alterations, maintenance and repairs to building structural components, fire prevention and protection systems, elevators, locks, complex grounds and landscaping, plumbing, electrical, heating, ventilating and air conditioning systems; recycling, custodial, trash removal, snow removal, furniture, interior plants, utilities, office space and movement planning, entomology, security systems and parking management.
2. Provide planning, design, and management for projects relating to installation alterations, and space and personnel relocation in compliance with all applicable Government regulations and policies and consistent with maintaining the professional design integrity, reliability, and maintainability concepts of the building.
3. Coordinate maintenance/repair arrangements with the Fort Belvoir Director of Public Works.
4. Provide for the establishment and maintenance of a dedicated Computer Aided Facility Management system to manage assets within the McNamara Headquarters Complex and provide support for space management, strategic planning, contract management, and life cycle management.
5. Coordinate telephone/communication-related services to customers located at the McNamara Headquarters Complex and at designated off-site locations. Services include desktop and wireless equipment such as pagers and cellular phones. Act as the liaison between customer,

Defense Telecommunications Services-Washington (DTS-W), and carrier. Maintain information concerning leasing and purchase requirements for pagers and cellular phones.

INSTALLATIONS PROGRAMS DIVISION (DES-IM)

MISSION:

Responsible for master planning, real estate actions, administrative space management, engineering support programs for the MILCON and Military Family Housing (MFH) programs; responsible for developing, interpreting and coordinating space management policy, procedures, and reporting requirements; providing oversight, technical assistance, and guidance in developing and implementing MILCON and MFH policy, to include verifying MILCON project scope and requirements, coordinating MILCON investment priorities among business areas, preparing programming documents for Congress, overseeing design and construction of projects and professional engineering, and MILCON support to the DLA Executive and Management Teams and DLA major field activities.

FUNCTIONS:

1. Develop policies and procedures for the development of installation master plans and for executing the DLA real estate and administrative space management, and MFH programs. Interpret, implement, and coordinate DOD and Military Services directives and instructions for these programs.
2. Assist business areas and DLA major field activities with requirements identification and military construction (MILCON) facilities project scope development to support new initiatives (e.g.), mechanization, modernization, consolidation, infrastructure reduction, or base realignment and closure (BRAC).
3. Provide professional engineering support to DLA major field activities in developing and/or reviewing performance work statements for infrastructure evaluations, utility distribution studies, requirements analysis, economic analysis, and project development to support master planning and MILCON programs.
4. Provide master planning engineering support to the business offices and their DLA major field activities in developing installation and regional master plans to support assigned missions, changes in the force structure, and to provide adequate infrastructure.
5. Review DLA major field activities' master plans to ensure compliance with official policy and direction and are developed within the framework of the DLA Strategic Plan.
6. Coordinate and/or define requirements and initiatives imposed upon installations by higher authorities; environmental protection, natural, cultural, and historical resource management physical security; and transportation issues.
7. Coordinate and provide technical oversight to DLA major field activities on contracts to develop master planning documentation and master planning automated systems.
8. Provide verification, validation, and oversight of the space management program for
9. Administrative space to support all business areas and DLA major field activities.

10. Monitor space utilization by reviewing proposed space configurations/layouts and validating requests for additional space. Ensure compliance with OSD, GSA, host service, and DLA regulatory guidance.
11. Verify all GSA reimbursements for space, and processes for payment.
12. Provide oversight of the Agency real estate program which consists of acquisition of land and/or leased space; develop Memoranda of Understanding (MOU), Inter/intra-service Support Agreements (ISA), permits, requests for disposal of excess facilities, and use of real estate by or through the Military Services and GSA. Develop documentation for Title 10 Congressional notification.
13. Develop policies, procedures, and direction for executing the DLA MILCON and MFH programs. Interpret and implement OSD directives and instructions on MILCON and MFH matters.
14. Analyze proposed MILCON and MFH projects to validate their scope, justification, and cost estimates, and economics. Conduct field visits to DLA major field activities to verify or collect information related to these proposals.
15. Develop annual budget resource requirements for MILCON design and construction and recommend the annual execution plan. Administer the plan when approved and funded.
16. Prepare the annual MILCON and MFH programs' documents submitted to OSD and Congress and prepare statements for Congressional witnesses. Defend and justify the annual DLA MILCON and MFH programs at OSD and Congressional review meetings and serve as the primary backup witness at hearings of the Congressional committees for MILCON.
17. Compile MILCON and MFH project requirements of the various DLA business areas to develop Program Operating Memorandum (POM) data submissions.
18. Manage the execution of the DLA MILCON program in collaboration with district and regional offices of the U.S. Army Corps of Engineers, Naval Facilities Engineering Command, or GSA, as applicable.
19. Conduct meetings with Army and Navy engineering districts, GSA, and architect-engineering firms to provide direction and control of preliminary engineering design, project plans and specifications, and construction. Approve and direct change orders to design and construction contracts.
20. Develop justification documents to Congressional committees to obtain approval for reprogramming actions during the design or construction of MILCON projects.
21. Participate in special OSD or Military Department initiatives relating to MILCON and MFH policy or issues affecting DLA space administration or master planning.

INSTALLATIONS POLICY DIVISION (DES-IP)

MISSION:

Responsible for Agency-wide Sustainment, Restoration and Modernization (SRM), Real Property Services (RPS), Energy Resource Management (ERM), programs, and all operating equipment (excluding ADP/telecommunications equipment and software). Responsible for developing the Agency's policies, procedures, reporting requirements; providing oversight and assistance; evaluating resource requirements; providing Program Objective Memorandum and budget formulation recommendations; and providing budget resource allocation and execution

recommendations for DLA business areas. DES-IP is the Agency's office of authority for all operating equipment (excluding ADP/telecommunications equipment and software), including mechanization systems and motor vehicles, property accountability, and retail supply policy and programs. Responsible for reviewing and approving the Agency's operating equipment (excluding ADP/telecommunications equipment and software) requirements. Coordinate the modernization and standardization of the Agency's inventory of operating equipment and provide functional support for acquisition, control, operation, maintenance, disposition of all DLA owned or leased operating equipment (excluding ADP/telecommunications equipment and software), retail supplies, and accountable station property.

FUNCTIONS:

1. Develop policies, procedures, oversight mechanisms, and efficiency and effectiveness measures for the accomplishment of the Agency's SRM, RPS, and ERM operations and maintenance programs in accordance with applicable statutes, executive orders, and OSD directives and instructions.
2. Develop, implement, and sustain management information system tools for real property inventory field level accomplishment of daily facility operations and maintenance responsibilities with respect to SRM, RPS, and ERM programs. Standardize reporting processes for performance, utilization, and maintenance of all equipment and maintain the Agency-wide equipment management system.
3. Provide policy and methods for performance standards and establish oversight procedures and compliance methodology to ensure optimum utilization and timely replacement of all mobile equipment and installed equipment, including mechanization systems, office equipment (other than ADP software and telecommunications), and furniture within DLA.
4. Review consolidated programming documentation, to include POM and budget input, for the SRM, RPS, and ERM programs from input via the business areas and DLA major field activities.
5. Evaluate proposed SRM and energy conservation projects for compliance with policies and statutory limits, economic viability and technical adequacy, and provide professional engineering and technical advice to DLA Executive and Management Teams, DLA major field activity commanders, and business areas, as required.
6. Provide project validation, planning, design, and accomplishment tracking oversight support for SRM, and ERM projects and mechanization and/or modernization projects to business areas and DLA major field activities. Identify and integrate real property changes generated through environmental compliance with SRM and ERM projects.
7. Provide assistance and support to DLA Executive and Management Teams, DLA Lead Center commanders, and DLA business areas on issues affecting inter/intra-service support as it pertains to SRM, RPS, ERM, operating equipment (excluding ADP/telecommunications equipment and software) and mechanization, retail supply, and station property accountability.
8. Compile status of SRM, RPS, and ERM programs from inputs by business area for presentation and interpretation to OSD annually and DOD Components, as required.
9. Provide training and engineering assistance in real property inventory management, SRM, RPS, and ERM principles to HQ and DLA major field activities.

10. Provide SRM, RPS, and ERM program management and project development and tracking expertise and direct assistance Agency-wide. Oversee economic and engineering feasibility studies on operations, maintenance, and repair of existing facilities and utility systems and evaluate the need for new or improved facilities from a life-cycle cost perspective.
11. Develop and implement systemic policy and procedures for the acquisition, standardization, and modernization, to include verification of economic analyses and scope of the projects, of all operating
12. Validate DLA major field activities' 5-year plans for the acquisition of equipment.
13. Develop and submit requirements for the operating capital equipment (excluding
14. ADP/telecommunications equipment and software) for the entire Agency and justify the program at the appropriate level (OSD, Congressional staff, etc.). Assure adequacy of annual programs for the effective and timely acquisition of operating equipment (excluding ADP/telecommunications equipment and software) throughout the Agency.
15. Provide direct support and expertise to DLA Executive and Management Teams on all issues of operating equipment (excluding ADP/telecommunications equipment and software), retail supply, and station property accountability.
16. Represent DLA within DOD components (e.g., OSD, Military Services, Defense Agencies) and with other customers such as GSA, GAO, DODIG, civilian agencies, contractors, industry associations, and various other CONUS and OCONUS operational and professional entities as it pertains to SRM, RPS, ERM, operating equipment (excluding ADP/telecommunications equipment and software) and mechanization, retail supply, and station property accountability.
17. Review all policies and procedures pertaining to the safe and legal operation of all equipment, including motor vehicles. Ensure they comply with current laws and that the equipment maintenance process provides full mission support and economic efficiency.
18. Develop, evaluate, promulgate, and ensure implementation of retail supply and station property accountability policies and procedures throughout DLA.

MANAGEMENT SUPPORT (DES-M)

MISSION:

Act as the principal advisor and assistant to the Director, DLA Enterprise Support(DES) to review, analyze, and assess Defense Logistics Agency (DLA) support and services policies, plans, concepts, procedures, and operations to provide efficient, cost-effective, and responsive assurance support to the Department of Defense (DOD), Military Services, DOD Components, and Federal departments and agencies.

MANAGEMENT SUPPORT DIVISION (DES-MA)

MISSION:

Responsible for addressing evolving concepts and technology commensurate with "today's best market practices" in the development of DLA support policies, plans, concepts, procedures, and

operations. The Management Support Division will investigate the availability, integrity, and performance of applicable systems to meet DOD mission assurance objectives. Mission goals will be achieved by pursuing an appropriate mix of reliability, availability, maintainability, security, operability, sustainability, and safety factors.

TRAINING AND TECHNICAL SUPPORT DIVISION (DES-MB)

MISSION:

Responsible for reviewing, analyzing, and assessing programmatic/mission training and technical support, Military Services' policies, plans, concepts, procedures, and operations to provide efficient, cost-effective, and responsive assurance in the areas of training and technical support to the DOD, Military Services, DOD Components, and other Federal government agencies as required.

MORALE, WELFARE AND RECREATION (DES-Q)

MISSION:

Formulate Defense Logistics Agency (DLA) policy and standards and serve as the single point of contact for the Agency for Morale, Welfare and Recreation (MWR) Programs to other Department of Defense (DOD) components as well as other executive branch departments and agencies of the U.S. Government. Ensure that policies and standards meet DOD and Agency objectives. Ensure that services provided satisfy customer needs and expectations. Provide MWR program services to McNamara Headquarters Complex personnel.

FUNCTIONS:

1. Conduct Program Reviews of HQ DLA and DLA field activities for compliance with applicable statutes, policies, procedures, and DOD issuances.
2. Represent DLA on the DOD MWR Programs Working Groups, which establish policy and provide oversight to all DOD components and Federal agencies involved in MWR and related programs.
3. Ensure that services incorporate the objectives and direction of the Agency strategic initiatives and corporate goals as documented in the DLA Strategic Plan.

FAMILY SERVICES DIVISION (DES-QF)

MISSION:

Under the management, direction, and control of the Staff Director, MWR develop, evaluate, promulgate, and ensure implementation of policies and procedures relative to DLA Family Support Programs. Manage the DLA Relocation Assistance, Family Advocacy, Sexual Assault Prevention and Response, DLA Life Connections Programs and other Family Center programs.

Serve as the single point of contact for all reports, operations, and sensitive Family Advocacy reports requested by DOD and other military components. Serves as the single point of contact for DOD other military components for family support issues. Monitor and ensure compliance with implementation of policies in assigned areas through Family Support Program Reviews.

FUNCTIONS:

1. Develop, facilitate implementation, and measure the adequacy of services to DLA field activities regarding the following programs: Relocation Assistance, Family Advocacy, Sexual Assault Prevention and Response, Deployment Support and other family support programs.
2. Provide guidance, direction, and expertise to HQ DLA and DLA components on mission areas and represent DLA with DOD components, civilian agencies, and other customers concerning mission areas.
3. Conduct assessments of Family Advocacy, Sexual Assault Prevention and Response, Deployment Support, and Relocation Assistance program standards at DLA field activities to determine compliance with published instructions and written policies and procedures.
4. Manage HQC Family Support Program and the DLA Life Connection Program.

MORALE WELFARE AND RECREATION DIVISION (DES-QM)

MISSION:

Under the management, direction, and control of the Staff Director, MWR, DES-QM will develop, evaluate, promulgate, and ensure implementation of policies and procedures relative to DLA military and civilian MWR Programs. Serve as the single point of contact for inspections; report and develop procedures for the operation of DLA MWR programs and services. Monitor and ensure compliance with implementation of policies in assigned areas through MWR Program Reviews. Provides oversight of HQC MWR programs. Provide corporate policy, guidance, oversight, and support related to Non Appropriated Funds (NAF) and Personnel, the DLA One-Fund, and DLA MWR operations and maintenance funds distribution. Support DES-Q business processes and serve as the single point of contact for inspections, reviews, reports and exhibits related to NAF and appropriated financial operations of DLA MWR programs. Provide financial services to HQC MWR program managers.

FUNCTIONS:

1. Develop, facilitate implementation, and measure the adequacy of services to DLA field activities regarding MWR programs to include military and civilian welfare programs, lodging, marketing and sponsorship, and private organizations.
2. Provide guidance, direction, and expertise to HQ DLA and DLA components on mission areas and represent DLA with DOD components, civilian agencies, and other customers concerning mission areas.
3. Conduct assessments of MWR programs at DLA field activities to determine compliance

with published instructions and written policies and procedures.

4. Manage HQC café, fitness center, sports and recreation programs, and community-wide events.
5. Manage the DES Customer Satisfaction Management (CSM) initiative.
6. Develop, facilitate implementation, and measure the adequacy of NAF and operations and maintenance fund support to DLA Field Activities.
7. Develop, facilitate implementation, and measure the adequacy of NAF personnel support to DLA field activities.
8. Provide guidance, direction, and expertise to HQ DLA and DLA components on mission areas and related business processes. Represent DLA with DOD components, civilian agencies, and other customers concerning mission areas.
9. Conduct assessments of NAF and related programs at DLA Field Activities to determine compliance with published instructions and written policies and procedures.
10. Manage HQC NAF and appropriated funds.

CHILD AND YOUTH SERVICES DIVISION (DES-QC)

MISSION:

Under the management, direction, and control of the Staff Director (Morale, Welfare, and Recreation) develops, evaluates, promulgates, and ensures implementation of policies and procedures on DLA Child Development, School age Services, and Youth Services Programs (CYP). Serves as the single point of contact for inspections; reports and develops procedures for the operation of DLA child and youth programs. Monitors and ensures compliance with implementation of policies in assigned areas through CDYS Program Reviews. Provides oversight of all child and youth programs.

FUNCTIONS:

1. Develops, facilitates implementation, and measures the effectiveness of services to DLA field activities regarding child development and youth service programs.
2. Provides guidance, direction, and expertise to HQ DLA and DLA components on mission areas and represents DLA with DOD components, civilian agencies, and other customers concerning mission areas.
3. Conducts assessments of child and youth programs at DLA field activities to determine compliance with published instructions, policies and procedures.
4. Manages utilization of the Headquarters Child and Youth Program Assessment Evaluation Inspection Tool (HQ PAE).
5. Manages the DLA Morale, Welfare, and Recreation Performance Goals, Standards, and Measurements initiative.
6. Supervises the personnel who manage the HQC child development center.

PUBLIC SAFETY (DES-S)

MISSION:

Act as the principal advisor and assistant to the Director, DES, and advise and assist the Director, DLA, his senior staff, and the commanders of DLA major field activities on the development and implementation of all Agency public safety programs and projects regarding law enforcement policy and oversight, Operations Security (OPSEC), physical security, loss prevention, antiterrorism, mission assurance, classified/sensitive support, intelligence, foreign liaison and disclosure, personnel and information security, Common Access Card (CAC) distribution, security education, awareness, and training, and Fire and Emergency Services (F&ES). Provide Headquarters Complex physical security and surveillance, vehicle registration, and identification cards issuance and support.

FUNCTIONS:

1. Formulate Agency security policy and standards and serve as the single point of contact for the Agency for classified/sensitive support provided to other DOD components as well as other executive branch departments and agencies of the U.S. Government. Ensure that security policies and standards meet national security objectives and requests for assistance are responded to immediately. Ensure that security products and services provided satisfy customer needs and expectations.
2. Conduct Security and F&ES Program Reviews of HQ DLA and DLA field activities for compliance with applicable statutes, policies, procedures, and DOD issuances.
3. Represent DLA on the DOD Special Access Programs (SAP) Working Group, which establishes policy and provides oversight to all DOD components and Federal agencies involved in SAPs with DOD.
4. Ensure that security services and products incorporate the objectives and direction of the Agency strategic initiatives and corporate goals as documented in the DLA Strategic Plan.
5. Responsible for Agency-wide Fire and Emergency Services (F&ES) program.

PERSONNEL SECURITY DIVISION (DES-SC)**MISSION:**

Under the management, direction, and control of the Staff Director (DLA Public Safety), develop, evaluate, promulgate, and ensure implementation of policies and procedures relative to personnel security. Monitor and ensure compliance with implementation of personnel security policies and provide guidance to HQ DLA and DLA field activities. Ensure that only those individuals determined to be trustworthy are assigned to sensitive positions. Act as the focal point for all Special Compartmented Information (SCI) adjudication requests. Manage the DLA periodic reinvestigation program.

FUNCTIONS:

1. Develop policies and procedures and implement DOD directives relative to personnel security. Monitor and ensure compliance with those policies and procedures through Security Program Reviews.
2. Act as liaison between Washington Headquarters Service Consolidated Adjudications Facility (WHS/CAF) and DLA Field Activity security offices. Liaison responsibilities entail approval of all DLA requests for adjudication prior to WHS/CAF review, review of completed WHS/CAF adjudications and maintenance of suspense requirements set by WHS/CAF, conducting status inquiries with WHS/CAF as requested by DLA security offices, and oversight of all requests; i.e., reciprocal clearances.
3. Initiate and process requests for investigations on all contractors requiring access to DLA information technology systems. Initiate, process, and adjudicate investigations on all contractors requiring unescorted access to DLA facilities as well as those performing childcare duties at DLA Child Development Centers.
4. Manage and maintain the DLA portions of the DOD personnel security databases and ensure that clearance information on all DLA civilian and military employees occupying sensitive positions is entered into the databases.
5. Manage the periodic reinvestigation program ensuring that individuals in sensitive positions are reinvestigated at 5 and 10 year intervals. Provide reminders and reports to DLA security offices to ensure that they are initiating investigations as they come due. Ensure that a backlog of reinvestigations does not occur.
6. Conduct pre-appointment security checks on individuals assigned to sensitive positions. Initiate investigations and activate clearances. Process waivers of investigative requirements for civilians and contractors. Advise and assist personnel on the completion of the security forms used for initiating background investigations. Advise and assist personnel on all aspects of personnel security.

INTELLIGENCE/SPECIAL PROGRAMS DIVISION (DES-SI)

MISSION:

Under the management, direction, and control of the Staff Director (DLA Public Safety), develop, evaluate, promulgate, and ensure implementation of policies and procedures relative to intelligence/counterintelligence, communications, and emanations security. Manage the Agency's programs in each of these assigned areas. Manage the DLA Special Security Office. Serve as the single point of contact for all sensitive and classified support requested for special operations conducted by the Military Services, and by other DOD components and Executive Branch agencies of the Federal Government. Monitor and ensure compliance with implementation of policies in assigned areas through Security Program Reviews.

FUNCTIONS:

1. Develop, monitor, and ensure compliance with the implementation of policies and procedures concerning intelligence/counterintelligence. Ensure that counterintelligence matters are identified for subsequent transfer to the appropriate agency for action. Coordinate such issues with the US Army and other members of the counterintelligence

- community when appropriate. Provide current intelligence reports to the Director, DLA, senior staff members, and DLA Lead Center Commanders concerning activities worldwide that impact upon DLA activities. Provide intelligence and security crisis support to the DLA Logistics Operations Center (DLOC) during real-world emergencies and JCS exercises.
2. Levy requirements upon the US Army for CI operational and functional services support for the security of information, personnel, facilities, and missions of DLA.
 3. Manage DLA's Defense Sensitive Support Office (DESO). Serve as the single point of contact for all sensitive and classified support requested for special operations conducted by the Military Services, and by other DOD components and Executive Branch agencies of the Federal Government. Establish security policy and provide oversight to all DLA activities regarding sensitive and/or classified support which DLA provides.
 4. Serve as the DLA member of the DOD Special Access Programs (SAP) Working Group, which establishes policy and provides oversight to all DOD components and Federal agencies involved in SAPs with DOD. Represent DLA at joint Federal agency meetings, presenting and defending DLA positions relating to national policy for special programs security.
 5. Manage the Special Security Office (SSO) for all DLA personnel granted access to Sensitive Compartmented Information (SCI) by the Defense Intelligence Agency (DIA). Obtain special clearance billets, as required, and process all investigative requirements for clearing DLA personnel for access to sensitive compartmented information regarding military intelligence or operations.
 6. Develop policies and procedures and implement DOD directives relating to Special Access Programs control. Monitor and ensure compliance with the implementation of these policies and procedures.
 7. Develop, monitor, and ensure compliance with policies and procedures concerning communications and emanations security. Ensure policies are implemented to properly protect electronic information in the custody of, and used by, personnel in DLA. Develop practical risk analysis to determine the adequacy of security controls and countermeasures in DLA communications resources.
 8. Provide staff supervision of HQ DLA and DLA field specialists in developing and implementing plans to protect classified, and sensitive operational information from technical vulnerabilities associated with compromising emanations program (TEMPEST).

SECURITY OPERATIONS DIVISION (DES-SO)

MISSION:

Under the management, direction, and control of the Staff Director (DLA Public Safety), develop, evaluate, promulgate, and ensure implementation of policies and procedures for the physical protection and security of DLA personnel, equipment, material, and installations worldwide. Manage and oversee the Agency Security Operation Programs including development, deployment and implementation of agency policies, procedures and practices in the areas of physical security, police operations, antiterrorism (AT), fire & emergency services, chemical biological radiological nuclear (CBRN), and critical infrastructure protection (CIP). Provide HQC physical security and surveillance, vehicle registration, and identification cards

(including the Common Access Card) issuance. Responsible for Agency-wide Fire and Emergency Services (F&ES) program, coordinate and administer Agency Fire Risk Assessments and Fire Protection Operational Readiness Inspections.

FUNCTIONS:

1. Develop, facilitate implementation, and measure the adequacy of direction for DLA Activities regarding security, Force Protection (FP), and law enforcement programs.
2. Develop policies and guidance for the implementation of DLA Physical Security, Force Protection, Emergency Services, Installation CBRNE Preparedness, and Law Enforcement Programs.
3. Provide guidance, direction, and expertise and oversight to DLA activities on mission areas and represent DLA with DOD components, civilian agencies, and other customers concerning mission areas.
4. Conduct reviews of security and force protection programs at DLA Activities to determine compliance with policies and procedures. Determine the activity's readiness to counter threats during peacetime, transition to war, and wartime.
5. Conduct antiterrorism vulnerability assessments at DLA activities worldwide to assess the adequacy of procedures to protect personnel, material, and equipment against terrorist attacks. Provide antiterrorism vulnerability assessment reports for use in improving overall FP posture and assist with Risk Management decisions.
6. Provide Resource Management oversight for all Force Protection Program Funding. Serve as an advocate for Force Protection Funding.
7. Establish and conduct the DLA Force Protection Executive Steering Committee and Working Group to advise the Director and Senior Leaders on Force Protection matters.
8. Develop standardized equipment and training for DLA security forces and First Responders at DLA installations.
9. Manage the DLA Common Access Card (CAC) distribution program and provide policy, procedures, guidance and coordination for equipment for DLA Activities.
10. Manage the DLA Critical Infrastructure Protection (CIP) and the Chemical, Biological, Radiological, Nuclear, and High Explosives (CBRNE) programs.
11. Serve as technical authority and provide management advice and technical expertise on all aspects of DLA CIP program. Serve as the DLA CIP lead and single focal point for planning and coordination of assurance activities within DLA. Coordinate with all DLA components that own and/or operate logistics elements to develop and implement an assurance plan.
12. Identify DLA critical assets/infrastructure and plans for assurance activities through analysis, assessment, and remediation. Assess the potential impact to DLA operations that would result from the loss or compromise of infrastructure capability and recommend prudent business and operational planning measures to mitigate the impact from losses or compromises.
13. Provide project design support for F&ES projects and fire protection-related components of mechanization and/or modernization projects to business areas and DLA major field activities.

14. Provide assistance and support to DLA Executive and Management Teams, DLA Lead Center commanders, and DLA business areas on issues affecting inter/intra-service support as it pertains to F&ES. Compile status of F&ES program from inputs by business area for presentation and interpretation to OSD annually and DOD Components, as required. Provide training and engineering assistance in F&ES principles to HQ and DLA major field activities. Conduct staff assistance visits, Fire Risk Assessments and Fire Protection Operational Readiness inspections at DLA major field activities, as required.

SECURITY PLANS/POLICY/TRAINING DIVISION (DES-SE)

MISSION:

Under the management, direction, and control of the Staff Director (DLA Public Safety) develop, evaluate, promulgate, and ensure implementation of all DLA security plans and policies. Work with Agency Subject Matter Experts (SMEs) to ensure cogent, consistent and rational plans and policy are being promulgated and implemented across the enterprise. Manage the Agency's information security and Foreign Liaison and Disclosure Programs. Support the HQ Continuity of Operations (COOP) program. Coordinate and administer the Agency's Security Program Reviews. Develop and maintain a robust security education and awareness training program for both the education and security awareness of the general workforce and the education and training of security specialists and security representatives. Manage the HQ Occupant Emergency Planning program.

FUNCTIONS:

1. Formulate and coordinate all DLA security plans and policy. Monitor and ensure compliance with the implementation of these policies and procedures, as well as the investigations of violations/compromises and application of sanctions for policy violations through command security inspection reports and Security Program Reviews.
2. Develop policies and procedures and implement DOD directives relative to information security and Foreign Liaison and Disclosure. Monitor and ensure compliance with these policies and procedures.
3. Develop and maintain an information security (INFOSEC) program for both the education and security awareness of the general workforce and the education and training of security specialists and security representatives. Prepare/disseminate security awareness and training materials, conduct security training, and develop and maintain staff supervision over security orientation and education efforts for all DLA activities. Review security personnel resources and training requirements and endorse or help to arrange training opportunities within assigned functions.
4. Provide DLA representation to committees, subcommittees, working groups, or other ad hoc groups involved in developing National or DOD policy on assigned security disciplines. Present and defend DLA policy and influence decisions of such groups to the benefit of DLA.
5. Support the HQ DLA Continuity of Operations (COOP) program by developing COOP plans to address DLA Enterprise Support activities.

6. Develop policies and procedures and implement DOD directives relating to Operations Security (OPSEC). Monitor and ensure compliance with the implementation of these policies and procedures.
 - a. Provide oversight and guidance to all field activities and HQ Directorates on their OPSEC programs.
 - b. Serve as the subject matter expert in developing, organizing, and maintaining OPSEC training for all DLA personnel.
 - c. Conduct OPSEC Surveys of Field Activities every three years.
 - d. Compile status of the OPSEC program for the enterprise on annual basis and provide to OSD.
 - e. Serve as a key member of the Electronic Information Access Council, responsible for reviewing DLA public and internal applications, websites and data bases for OPSEC vulnerabilities.
 - f. Assist other Federal Agencies on OPSEC curriculum reviews, application testing and evaluation, and surveys.
7. Develop policies and procedures for the HQ Occupant Emergency Planning activities. Create, implement, and conduct emergency response exercises for the HQ Complex. Provide training to the general population, fire wardens, and security representatives.